

8 August 2014

English and French only*

Twenty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Africa

Addis Ababa, 15-19 September 2014

Information for participants

HONLEA meeting venue

The 24th Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, will be held at the United Nations Economic Commission for Africa Headquarters, United Nations Conference Room 2, Menelik II Avenue, Addis Ababa, Ethiopia.

Meeting registration

Registration will take place at the Delegate's Registration Bureau (DRB), on 15 September 2014, between 8.30 a.m. to 9.30 a.m.

Participants are requested to fill in the attached registration form (Annex I) and return it to the Secretariat of the Governing Bodies, as soon as possible and not later than 2 September 2014, either by fax: +431 26060 5885 or e-mail: sgb@unodc.org, filomena.hidalgo@unodc.org.

Meals

Meals will not be provided. There is a cafeteria/restaurant at the United Nations Conference Centre (UNCC).

Accommodation

Participants are kindly requested to book accommodation directly at the hotel of their preference.

Annex II lists selected hotels which offer United Nations discounts. Accommodation and meals are at participants' cost.

* Arabic, English and French are the working languages of the subsidiary body.

Visa

Visas are required for all visitors/delegates travelling to Ethiopia, except for nationals of Djibouti and Kenya. All participants from countries that have an Ethiopian embassy are required by the Ethiopian immigration authorities to secure their visas from the embassies before departure.

Delegates who require entry visa for Ethiopia should apply directly to the Ethiopian Consular authorities in their respective countries. Visa information is available at the Ethiopian Ministry of Foreign Affairs website www.mfa.gov.et, which also contains the list of nationalities exempted from the requirement to obtain a visa for visits.

You should request visa assistance well in advance, as it generally takes at least one week to process visa applications locally and obtain the approval from the Ministry of Foreign Affairs and the immigration authorities. Please note that an Ethiopian visa costs US\$ 20 per person and payment must be made in US dollars at the time of issue. Holders of diplomatic and service passports, as well as United Nations Laissez-Passer, will receive visas gratis. Participants that hold African Diplomatic passports, can obtain the visa upon arrival at Bole International Airport. All participants are required to kindly bring their letter of invitation with them during their travel.

If your country of residence does not have an Ethiopian Embassy, UNODC may assist you in obtaining a visa upon arrival. In order to process such a request, it is necessary that participants provide UNODC with a legible copy of their passport and a copy of their flight bookings. The information must be received by fax: +431 26060 5885 or e-mail: sgb@unodc.org, as soon as possible and not later than 23 August 2014. Requests received after that date will not be considered.

Health

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country.

Addis Ababa is located at an altitude of about 2,450 m. Acclimatization to this elevation is normally not a problem, but sometimes it might take a few days. Symptoms include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbance. For prevention you should drink extra water (increased breathing leads to water loss), avoid additional salt and heavy meals. Alcohol could worsen sleep disturbance.

The United Nations Health Centre, situated on the ground floor of the UNCC, provides emergency medical services to participants/delegates attending meetings during working hours on a pay per cash basis. Kindly provide us with the details of any special ailments or allergies from which you may be suffering so that we can provide emergency medical attention, should this be required.

In case of a medical or dental emergency, please contact the following:

Dr. Grace Fombad, Chief
United Nations Health Care Centre
Telephone: +251-115-51 58 28 or 51 72 00 ext. 88888 or 448888
ECA Ambulance Telephone: +251-115-51 42 02 or 51 58 28

Customs requirements

To comply with the import customs regulations of the Government of Ethiopia, conference participants should declare laptops and conference equipment they may be carrying with them when entering the country.

Airline reservations

A number of international airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival in Addis Ababa. There are travel agencies on site at ECA to assist participants with travel- and tour-related information.

Travel agencies at ECA are reachable at the following telephone numbers:

- Gashem Travel: Tel.: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile)
- Ethiopian Airlines: Tel.: +251-11-5444310
- Kenya Airways: Tel.: +251-11-5444301

Airport departure tax

The Addis Ababa Bole International Airport Service Charge is not included in the ticket. There is a need to pay airport departure tax at the Bole International Airport in Addis Ababa.

Transport

Bole International Airport is located just five kilometres from the centre of Addis Ababa. Please note that there is no transportation from and to the airport provided by UNODC. Participants may wish to take this into consideration when making their hotel bookings. Hotels may provide a shuttle service to and from the airport.

If you would like transportation in Addis Ababa, including taking you to the airport at the end of the meeting, you can book a taxi from the National Tourism Organization (NTO) by calling +251-115-51 18 22 or +251-115-51 84 00. In general, prices of other taxis are not fixed and are subject to negotiation.

ICT and telecommunication services

Participants can use Wi-Fi for connection to the Internet using their own Wi-Fi enabled laptops. A participant who encounters any problem while using these services at UNCC can contact the ITSS Service Desk on extension 33123 or on mobile 0911-223034.

Moreover, participants can also use the Wi-Fi in the UNCC to access their Blackberry services using their Wi-Fi enabled Blackberry devices. Please note that users are required to consult their service providers for configuration and related issues before their departure to attend the conference as individual support for these services and equipment cannot be provided by the ITSS Service Desk.

The Ethiopian Telecommunications Corporation (ETC) maintains an office in the Rotunda of Africa Hall, where you can make international telephone calls, send faxes and telexes, and purchase of mobile phones' SIM cards with a pre-charged

airtime. However, a participant should have dual band mobile handsets (900/1800 MHZ) to use mobile services in Ethiopia. Telephone booths for local calls are available in the UNCC.

Security and safety

Personal security is an individual responsibility. Using common sense and being alert can reduce risks.

The United Nations Security and Safety service is always ready to serve all of its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are at the Meeting venue:

- Display your conference badge, on demand, to an authorized person and wear it visibly
- For security reasons, do not leave bags and parcels unattended; they risk being confiscated or destroyed by the United Nations Security and Safety Service
- Do not bring unauthorized persons and children into the conference centre
- Take care of your valuables
- Check for your documents and items before you leave conference halls and meeting rooms
- If you lose any valuable items within the premises, inform the United Nations Security and Safety Service or the nearest Security Officer

When off ECA Premises and in your hotel:

- Make it a habit to lock your door when entering or leaving your room
- Before leaving, inspect your room to make sure no valuable items (money, jewellery, cameras, etc.) have been left exposed
- Deposit valuable items at the reception desk and obtain a receipt
- Do not open any unknown or suspicious mails and packages unless you are expecting them
- If you observe anything suspicious or out of the ordinary, please contact the hotel reception or security service

General information about Ethiopia

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square meters. Addis Ababa is situated at an altitude of 2,450 metres. Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90 per cent of the population earns its living from the agricultural sector.

The population of Ethiopia is estimated at about 80 million, and over 50 per cent of the population is under 20 years of age. Ethiopia is a multi-ethnic State with a great variety of languages. Additional information on Ethiopia and ECA

can be found on www.uneca.org, www.telecom.net.et, www.ethio.com and <http://tour.ethiopianonline.net>.

Addis Ababa is generally a very safe city. However, you are advised to exercise normal precautions for any big city and beware of strangers approaching you for supposedly casual conversation.

Climate

Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude. Currently, the weather is warm during the daytime and chilly in the night, so bring a warm jacket/sweater for the evenings.

Electric supply

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two-pin (Italian) socket.

Currency birr

Ethiopian currency is denominated in “birr” and “centimes”. The exchange rate fluctuates. The United Nations official exchange rate as of 30 June 2013 was about US\$ 1.00 = birr 19.66.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound — located in the Rotunda. This Bank is open Monday-Friday, from 8:00 a.m. to 12:45 p.m. and from 2:00 p.m. to 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton and Hilton Hotels and ATM machines for Visa/MasterCard users at both the Sheraton and Hilton which will give you money in birr.

Bank receipts for money changed must be kept securely as they may be asked for on departure.

Contact details

For further information about the Meeting, please contact the Secretariat of the Governing Bodies, fax: +431 26060 5885, e-mail: sgb@unodc.org.

Annex II

List of possible Hotels in Addis Ababa for participants at the HONLEA, Africa

No.	Hotel	Standard Room Rate per day	Remark
1	Intercontinental Hotel P.O.Box 5907, Addis Ababa, Ethiopia Tel. : 251-11-5505066, 251-11-5540091 Fax. : : 251-11-5540090 E-mail : reservastion@intercontinentaladdis.com Web site : www.intercontinentaladdis.com	\$172.00 133(UN rate)	<ul style="list-style-type: none"> • 5 star Hotel • Vat, service charge, breakfast included • Will arrange airport pick ups <p>[Located in the vicinity of UNECA – meeting place]</p>
2	Jupiter International Hotel P.O.Box 110778, Addis Ababa, Ethiopia Tel. +251.115527333 Cazanchise, +251.116616969 Bole Fax. +251.115526418 Cazanchise, +251.11 6616999 Bole E-Mail : info@jupiterinternationalhotel.com Web site: http://jupiterinternationalhotel.com	\$125.00 100.0 (UN rate)	<ul style="list-style-type: none"> • 4 star Hotel • Vat, service charge, breakfast included • Will arrange airport pick ups <p>[Located in the vicinity of UNECA – meeting place]</p>
3	Elilly International Hotel Kazanchis Area Kirkos Subcity 17/18 P.O.Box 29228 Tel: +251-115-587773 Fax: +251-115-585200 E-mail: info@elillyhotel.com Addis Ababa Ethiopia	\$189.00 139(UN rate)	<ul style="list-style-type: none"> • Vat, service charge, breakfast included • Will arrange airport pick ups <p>• [Located in the vicinity of UNECA – meeting place]</p>
4	Hilton Addis Ababa Hotel P.O.Box 1164, Menelik II Avenue, Addis Ababa, Ethiopia Tel. No. : +251-11-5170000 Fax: +251-11-5511718 E-mail : Reservations.addisababa@hilton.com Web site: www.hilton.com/Ethiopia	\$290.00 195.00 (UN rate)	<ul style="list-style-type: none"> • 5 star hotel • VAT+ Service charge, Breakfast included • Will arrange airport pick ups <p>[Located in the vicinity of UNECA – meeting place]</p>
5	Dessalegn Hotel P.O.Box 6342, Addis Ababa, Ethiopia Tel: +251-11-6-624524 or 0116-183030 Fax: +251-11-6183031 Email: desalegne@ethionet.et	\$80.00	<ul style="list-style-type: none"> • 4 star Hotel • Vat, service charge, breakfast included. • Will arrange airport pick ups <p>[10 minutes drive from UNCC]</p>
6	Global Hotel P.O.Box 25545 code 1000, Addis Ababa, Ethiopia Tel: +251-11-4664766 Fax: +251-11-4673422 Email: globalhotel@ethionet.et	\$83.00 \$73.00 (UN rate)	<ul style="list-style-type: none"> • 4 star Hotel • Vat, service charge, breakfast included • Will arrange airport pick ups <p>[20 minutes drive from UNCC]</p>

No.	Hotel	Standard Room Rate per day	Remark
	Web site: http://www.globalhotel.com.et		
7	ACLANA Lodge Tel.: +251-116- 184065 E-mail: aclana.lodge@gmail.com	\$55.00	<ul style="list-style-type: none"> • Guest house • VAT and Breakfast included • No airport pick up service <p>[15 minutes drive from UNCC]</p>
8	Nigist Tower Tel.: +251-911 195535 E-mail: info@nigisttowers.com Web: www.nigisttowers.com	\$84.50 \$72.45 (UN Rate)	<ul style="list-style-type: none"> • Guest house • VAT and Breakfast included • No airport pick up service <p>[Located in the vicinity of UNECA – meeting place]</p>
9	Wassamar Hotel Africa Avenue Po Box 512 · Addis Ababa · Ethiopia Phone: 251 116 610055, 251 118 950489 Fax: 251 116 610065 E-mail: info@wassamarhotel.com Website: http://www.wassamarhotel.com/	\$95.00 \$85.00 (UN Rate)	<ul style="list-style-type: none"> • 4 star Hotel • Vat, service charge, breakfast included • Will arrange airport pick ups <p>[15-20 minutes drive from UNCC]</p>
10	Yoly Hotel Tel No 0116632828 Fax No 0116632823 P.O.Box 5668 E-mail: yolyaddishotel Website: www.yolyhotel.com	\$123.00	<ul style="list-style-type: none"> • Vat, service charge, breakfast included • Will arrange airport pick up • Online booking – 25% discount <p>[20 minutes drive from UNCC]</p>
11	Harmony Hotel Tel No 0116-18 31 00 Fax No 0116-18 28 29/0116-18 30 10 P.O.Box 26269	\$143.00 \$115 (UN Rate)	<ul style="list-style-type: none"> • 4 star hotel • Vat, service charge, breakfast included • Will arrange airport pick ups <p>[25 minutes drive from UNCC]</p>
12	Kaleb Hotel Tel. 0116622200 Fax. 0116622213 E-mail-reservation@kalebhotel.com	\$94.00 \$85.00 (UN Rate)	<ul style="list-style-type: none"> • 4 star hotel • Negotiable price • Vat, service charge, breakfast included • Will arrange airport pick up <p>[25 minutes drive from UNCC]</p>
13	TDS Hotel Tel No. 0116-63 58 31/16/19 Fax No. 0116-63 58 17 P.O.Box 15246 E-mail tdshotel@ethionet.et	\$66.00 \$55.00 (UN Rate)	<ul style="list-style-type: none"> • 3 star hotel • Vat, service charge, breakfast included • Will arrange airport pick up <p>[20 minutes drive from UNCC]</p>
14	Dreamliner Tel No. 0114-67 40 00/7 Fax No. +251 0114 67 40 01	\$101.00 \$85.00 (UN rate)	<ul style="list-style-type: none"> • 4 star hotel • Vat, service charge, breakfast included

No.	Hotel	Standard Room Rate per day	Remark
	E-mail dreamlinerhotel@ethionet.et Web. http://www.dreamlinerhotel.com		<ul style="list-style-type: none"> Will arrange airport pick up [20 minutes drive from UNCC]
15	Capital Hotel and Spa P.O.Box: 18786 Addis Ababa, Ethiopia Phone Number +251 116 672 100 Fax +251 116 622 697 Email: info@capitalhotelandspa.com sales@capitalhotelandspa.com reservation@capitalhotelandspa.com	\$180.00	<ul style="list-style-type: none"> 5 star hotel Vat, service charge, breakfast included Will arrange airport pick up [10 minutes drive from UNCC]
16	Pacific Hotel Tel. No. +251 006 456371 0118 962442 Fax: +251 116 459603 E-mail: info@pacifichotelet.com infotesfaye@pacifichotelet.com website: www.pacifichotelet.com	\$60.00 \$50.00 (UN Rate)	<ul style="list-style-type: none"> 3 star hotel Vat, service charge, breakfast included Will arrange airport pick up [40 minutes drive from UNCC]
17	Radisson Blu Hotel, Addis Ababa P.O. Box 2555 Addis Ababa, Ethiopia Tel: + 251 1 15 15 76 00 Fax: + 251 1 15 15 76 01 Email: reservations.addisababa@radissonblu.com birhanu.bogale@radissonblu.com	\$185.00 (special rate)	<ul style="list-style-type: none"> 5 star hotel - Business hotel Vat, service charge, breakfast included Will arrange airport pick up (\$5 one way) <p>In order to get this rate, please inform the hotel that you are coming to attend the HONLEA meeting [Located in the vicinity of UNECA – meeting place]</p>
18	Hotel Siyonat P.O.Box 182629 Addis Ababa Tel. +251 11662 6372 Fax. +251 116629746 E-mail: hotelsiyonat@ethionet.et Website: www.hotelsiyonat.com	\$99.00 \$90 (UN Rate)	<ul style="list-style-type: none"> 4 star hotel Vat, service charge, breakfast included [25 minutes drive from UNCC]

Participants are requested to contact preferred hotels directly and make their own reservation arrangements.